

2003 Recycling Processor Survey Instructions

PLEASE NOTE: This survey includes all MSW and Non-MSW materials on one form.

Below are instructions for filling out the 2003 Recycling Processor Survey as well as definitions of certain materials on the survey form.

Directions:

1. Please correct any contact information that is incorrect, or complete any incomplete contact information, especially an email address. DEP plans to send these surveys electronically in the future, as part of our paper reduction initiative.
2. Please report all quantities in TONS.
3. **All Material Types Are Mutually Exclusive. Please do not report the same tonnage in more than one category.** For example, if you process 4000 tons of wood, and 2000 tons went to wood for fuel, and 2000 tons were C&D wood recycled, you would report these tonnages separately.

Correct

C&D Wood	2,000 tons
Wood for fuel	2,000 tons

Incorrect

C&D Wood	4,000 tons
Wood for fuel	2,000 tons

4. Please report only tonnage received in calendar year 2003.
5. In order to avoid double counting, please do not report tonnage received from other processors. (For example, do not report any tonnage received from a Material Recycling Facility (MRF), since that material is already counted in that facility's report. However, any material received via direct haul from a generator should be counted.)
6. If specific tonnage by material is unavailable, please report the total waste processed and the estimated amount by each material. (For example, if you recycled 10,000 tons of material total, and estimate that 75% of that material was metal, and 25% was ABC, please report 7,500 tons metal and 2,500 tons ABC.)
7. Total Tonnage Sent for Disposal + Tonnage Processed should equal the Total Amount Received.
8. Please return the form by February 16, 2004 to:

MAIL:

Amy Roth
Massachusetts Department of Environmental Protection
1 Winter Street, 8th Floor
Boston, MA 02108

FAX:

Amy Roth
617-292-5858

Definitions:

Asphalt Paving, Brick and Concrete (ABC): Paving or building material normally used in construction activities

Asphalt Roofing Shingles: Roofing shingles sent for recycling.

Ceiling Tiles: Ceiling tiles from both residential and commercial construction.

Co-Mingled Materials: materials such as glass, plastic, metal and paper, that are collected, received and mixed together.

Disposal: means the final dumping, landfilling or placement of solid waste into or on any land or water or the incineration of solid waste.

Electronics: all consumer electronics

Glass: includes all containers, packaging, and glass found in appliances, furniture and plate glass.

Gypsum Wallboard: Gypsum wallboard from C&D activities sent for recycling.

Metals – Non-C&D: ferrous and non-ferrous metals derived from used appliances, residential scrap metal, manufacturing processes, aluminum, and beverage and other steel/tin cans. Does not include automotive metals, C&D materials (such as aluminum siding, wiring and piping. Please report that tonnage under *C&D Metal*), or industrial metals.

Metals – C&D: metal from construction and demolition debris, such as rebar, aluminum siding, and piping.

Organics - Food Waste: includes uneaten food, food preparation scraps from residences and commercial establishments (restaurants, supermarkets and produce stands), institutional sources (school cafeterias) and employee lunchrooms.

Organics - Yard Waste: deciduous and coniferous seasonal deposition (e.g., leaves), grass clippings, weeds, hedge clippings, garden materials, but not brush, stumps and other wood.

Paper – Except Cardboard: includes magazines, newspapers, office paper, telephone directories, mixed paper, and other paper products including books, third-class mail, commercial printing, paper towels, paper plates and cups.

Paper - Cardboard: includes all old corrugated containers

Plastic: includes all types of plastics from packaging, food containers, beverage containers, bags, wraps, and plastics found in appliances, furniture, and sporting and recreational equipment.

Textiles - Other: includes fiber from apparel, furniture, linens (sheets and towels), rugs, and footwear

Textiles - Carpet: Used carpet from construction and demolition projects sent for recycling

Tire – Non-fuel uses: Tires from automobiles and trucks, but does not include tires that are chipped for energy recovery.

Tires - Fuel: Tires that are sent to Waste to Energy Facilities to be used as fuel.

Wood – Non-fuel uses: new lumber, pallets or wood from construction and demolition waste. Does not include wood from land clearing or wood sent for fuel.

Wood For Fuel: new or used lumber, C&D Wood, or wood waste that is sent to power plants for energy recovery (not including wood sent to municipal waste combustors).

Wood Waste: means discarded material consisting of trees, stumps and brush, including but not limited to sawdust, chips, shavings and bark. Wood waste does not include new or used lumber or wood from construction and demolition waste and does not include wood pieces or particles containing or likely to contain asbestos, or chemical preservatives such as creosote or pentachlorophenol, or paints, stains or other coatings.

Other MSW: would include Household Hazardous Waste, oil filters, fluorescent tubes, mattresses.